



Linda McCulloch, Superintendent
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
www.opi.mt.gov
Kathleen Mollohan

Advanced Placement Incentive Program

Application for Grant Funds 2007-2008
For ESEA Federal Program Title I, Part G, P.L. 107-110

PURPOSE

*It is the purpose of the **Advanced Placement Incentive Program** to expand Advanced Placement (AP) opportunities for students in low-income schools in Montana. Services under this grant include online AP and pre-AP student courses, and in-service training for middle school and high school teachers in AP and AP preparedness. A low-income school is a school with 40 percent or more free/reduced lunch eligibility, or that receives students from such a school. A low-income student is defined as one eligible for free or reduced-price lunch; eligible under Section 1124 of ESEA; or eligible to receive medical assistance under the Medicaid program of Title XIX of the Social Security Act; or from a low-income family receiving assistance under Part A of Title IV of the Social Security Act.*

APPLICANT INFORMATION

A. PRIME APPLICANT DISTRICT NAME (administrative and fiscal agent)

School District Name

L.E. Number

County Name and Number

Names of all participating schools, including private schools

B. STATEMENT OF ASSURANCES

The Applicant District assures the Superintendent of Public Instruction that low-income school and student information provided herein are accurate and can be substantiated.

C. SIGNATURE OF AUTHORIZED REPRESENTATIVE

Name of Authorized Representative (typed or hand printed)

Signature

Date

D. TOTAL DISTRICT FUNDS REQUESTED \$ _____

SUBMIT PAGE TWO FOR EACH HIGH SCHOOL, MIDDLE SCHOOL AND PRIVATE SCHOOL IN THIS DISTRICT THAT WILL RECEIVE SERVICES UNDER THIS GRANT.

Application due date: Grants will be awarded for the cost of allowable activities, depending on the availability of federal funds. Amendments to the application, or new applications, may be submitted at any time prior to September 1, 2008. **Grant period:** October 1, 2007—September 30, 2008.

**For each public and private school that will participate,
please duplicate this page.**

Name of School	School Address	ZIP Code
Name of Contact Person	Title	
Work Telephone No.	Fax No.	E-Mail Address

Percentage of students in this school eligible for Free/Reduced Lunch _____% (required)

E. ESTIMATED AP AND PRE-AP TRAINING NEEDS FOR 2007 - 2008

Name, Dates and Location of <u>AP Training*</u> (When Known)	Number of Staff to Receive Training	Staff Title	Description of Training	Total Cost (When Known)
TOTALS				

Name, Dates and Location of <u>Pre-AP Training*</u> (When Known)	Number of Staff to Receive Training	Staff Title	Description of Training	Total Cost (When Known)
TOTALS				

*All in-service training must be provided by, or endorsed by, the College Board.



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Advanced Placement Incentive Program Annual Budget 2007-2008

CFDA Number 84.330C
Revenue Code:4290

CONTINGENT UPON AVAILABILITY OF FEDERAL FUNDS

The budget period is October 1, 2007 – September 30, 2008. Amendments to this budget may be requested in writing any time prior to September 1 of the budget year.

Instructions: Complete items 1 through 6 in the "Proposed Budget" column. The OPI will complete the "Approved Budget 1" column. A copy of the approved budget will be returned to the district with a copy to the clerk.

Prime Applicant District: _____ CO: _____ ☐ Elem ☐ HS ☐ K-12 LE: _____

Budget Items	Proposed Budget	Approved Budget 1	Approved Budget 2	Approved Budget 3
1. Salaries and Benefits Objects 1xx, 2xx				
2. Operating Expenses Objects 3xx, 4xx, 5xx, 6xx, 8xx				
3. SUBTOTAL DIRECT COSTS				
4. Indirect Costs @ _____ % (see back for directions)				
5. Equipment (\$500 or more per unit) Attach Details and Justification Object 7xx				
6. TOTAL BUDGET				
7. OPI Use Only: Approved By/Date				
Project No.				

After receipt of the approved annual budget, district may request funds using the Cash Advance Request for State and Federal Grant Programs.

For assistance, contact Kathleen Mollohan at (406) 444-4317, kathym@mt.gov

Example Indirect Cost Calculation

To calculate Indirect Costs on Line 4:

If approved rate is 4.32% and the total grant award is \$40,000 and equipment cost on Line 5 is \$5,500:

$$\frac{\text{Indirect Cost Rate}}{(1.00 + \text{Indirect Cost Rate})} \times \text{Total Award Less Equipment (Line 5) } (\$40,000 - \$5,500) = \text{Line 4}$$

$$\frac{.0432}{1.0432} \times \$34,500 = \$1,428.68 \text{ (Line 4)}$$

To check, multiply the approved rate times Line 3.

Allowable Costs

Advanced Placement Incentive Program Grants

Listed below are basic accounting codes from the Montana School Accounting Manual which are primarily used for budgeting and reporting. Account codes that do not appear on this listing may be discussed with your program accountant, Jurenne Fuchs, 444-2560, so that uniform budgeting can be maintained. Each fund number should be preceded by a 1, 2 or 3 to designate levels as elementary, high school or cooperative respectively. All digits for each account code must be used exactly as shown.

Level	Fund	Program	Function	Object
___	XX	XXX	XXXX	XXX

Expenditures from monies received through this funding source are primarily in the following categories.

Budget Code	Code Description
__15-429-1XXX-122	Substitute teachers for inservice training or special projects of the APIP program.
__15-429-1XXX-150	Stipends for teachers in conjunction with training and follow-up activities.
__15-429-1XXX-582	<p>Travel Out-of-District/Inservice Training. Expenditures for transportation, airfare, meals, per diem, hotel, registration fees, and other expenses associated with staff travel outside the school district for inservice training or other professional development activities such as serving on an advisory committee. Travel outside the school district related to student extracurricular activities and athletics is included here.</p> <p>Expenditures for inservice training conducted by the district are also recorded here. These expenditures include room rentals, supplies, name badges, printing, postage, coffee, and refreshments. Fees, honorariums and related expenses such as travel, motel, etc., for speakers are included here.</p> <p>This object should be used with function 2213 Instructional Staff Development Services or other functions as appropriate.</p> <p>Miscellaneous Program Fund 15 should be used to account for inservice training conducted by a host district for other school districts which reimburse the host district for costs relating to the inservice.</p>
__15-429-1XXX-610	Consumable and Nonconsumable Supplies. Expenditures for workbooks and manuals required for teacher inservice training and student workbooks to be used in conjunction with on-line or distance learning delivery of AP courses.